

## Temporary Duty (TDY) Travel Allowances

## Pt. 301-11

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## § 301-11.1

### AGENCY RESPONSIBILITIES

- 301-11.631 What documentation must the employee submit to substantiate a claim?
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## Subpart A—General Rules

### § 301-11.1 When am I eligible for an allowance (per diem or actual expense)?

When:

- You perform official travel away from your official station, or other areas defined by your agency;
- You incur per diem expenses while performing official travel; and
- You are in a travel status for more than 12 hours.

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### § 301-11.2 Will I be reimbursed for per diem expenses if my official travel is 12 hours or less?

No.

### § 301-11.3 Must my agency pay an allowance (either a per diem allowance or actual expense)?

Yes, unless:

- You perform travel to a training event under the Government Employees Training Act (5 U.S.C. 4101-4118), and you agree not to be paid per diem expenses; or
- You perform pre-employment interview travel, and the interviewing agency does not authorize payment of per diem expenses.

### § 301-11.4 May I be reimbursed actual expense and per diem on the same trip?

Yes, you may be reimbursed both actual expense and per diem during a single trip, but only one method of reimbursement may be authorized for any given calendar day except as provided in § 301-11.305 or § 301-11.306. Your agency must determine when the transition between the reimbursement methods occurs.

### § 301-11.5 How will my per diem expenses be reimbursed?

Per diem expenses will be reimbursed by the:

- Lodgings-plus per diem method;
- Reduced per diem method;
- Conference lodging allowance method (see §§ 301-74.7 and 301-74.22 of this chapter); or
- Actual expense method.

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### § 301-11.6 Where do I find maximum per diem and actual expense rates?

Consult this table to find out where to access *per diem* rates for various types of Government travel:

For travel in	Rates set by	For <i>per diem</i> and actual expense see
(a) Continental United States (CONUS).	General Services Administration.	For <i>per diem</i> , see applicable FTR Per Diem Bulletins issued periodically by the Office of Governmentwide Policy, Office of Transportation and Personal Property, Travel Management Policy, and available on the Internet at <a href="http://www.gsa.gov/perdiem">http://www.gsa.gov/perdiem</a> . For actual expense, see 41 CFR 301-11.303 and 301-11.305.